

Employment Outlook and Salary Guide 2010/11

A TOOL FOR WORKFORCE PLANNING



INDONESIA

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Kelly has been at the forefront of the recruitment industry for over 60 years and has set the industry benchmark with our innovative recruitment and retention strategies. We pride ourselves in delivering a high level of customer service and providing the right talent in accordance with our clients' requirements. All our candidates undergo a stringent screening process to ensure they are the best possible fit for the job.

For more than 21 years in Indonesia, Kelly has been working with Indonesia's leading companies and has been delivering the best talent available.

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Executive Overview

The global financial crisis last year did not cause a major upheaval in Indonesia, although some sectors such as the garment, financial services, logistics and retail industries were slightly affected.

Despite the global downturn in 2009, Indonesia's economic growth managed to reach 4.5 percent and was considered among the best three performing economies in terms of growth in Asia Pacific.

The inflation rate was the lowest in the last 10 years at around 2.78 percent, and the currency has become more stable. These conditions provide positive indications for salary increments in 2010. Overall, the average salary increment across industries in Indonesia is about 6 to 9 percent.

The outlook for this year is optimistic and signs of economic growth are very positive even though some fundamental issues that need to be addressed will still influence the stability of our economy.

HR trends in Indonesia focus on several areas. Staffing and hiring levels are expected to increase. Talent development, succession planning and employee engagement and satisfaction are critical areas of concern now. Many organizations also face critical skills gaps, mainly because the skills of the current workforce do not match changes in company strategies, goals, markets and business models.

The hottest industries in Indonesia are dominated by IT, Agriculture, Mining, Pharmaceutical and Oil & Gas while the Fast Moving Consumer Goods industry is still quite stable. New investments and mergers and acquisitions are still taking place. The most sought after jobs are in the areas of Sales and Marketing, Finance, IT and Oil & Gas.

We hope that this Salary Guide will serve as a reference tool for you and we are always on hand to assist you with current data and to support you in developing your workforce planning.

We trust you will find this Salary Guide from Kelly Services beneficial to your business in the year ahead!



Bernadette Themas
Managing Director
Kelly Services Indonesia

** Please note that the salary ranges in this publication are based on a monthly basis and are subject to changes arising from fluctuations in market and economic conditions. Salary ranges are not inclusive of variable factors such as allowances, expense claims and bonuses.*

A copy of this guide will be available on our website in July 2010. Visit us at: kellyservices.co.id



GENERAL RECRUITMENT SERVICES



Kelly Services' general recruitment focuses on client staffing requirements from entry-level to junior executive positions in functional areas such as Accountancy & Finance, Banking, Customer Service, Human Resources, Logistics & Warehousing, Function Support, Sales & Marketing and Retail.
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SPECIALIST RECRUITMENT SERVICES

Kelly Services' specialist divisions include Kelly Selection and Kelly Outsourcing and Consulting Group. Our specialist divisions focus exclusively on the functional staffing requirements of our clients and draw on the formidable resources and infrastructure built by Kelly Services. It is the best of both worlds – a company with specific knowledge and expertise backed by a respected leader who has been staffing the world for more than 60 years.

We tailor our methodology to suit each requirement and our clients' specific needs. Our database is unmatched in the industry, giving us access to a large pool of potentially suitable candidates in a timely manner. Our constant presence in online portals, media contribution, use of display advertising and our innovative approach to market mapping and networking allows us to reach passive candidates that would otherwise not be available.



Kelly Selection is a search and selection practice for mid to senior level professionals, with specialist consultants offering expertise in Accountancy & Finance, Banking, Human Resources, Sales & Marketing, Legal, Risk & Compliance and Procurement & Supply Chain.
kellyjkt@kellyselection.com

OUTSOURCING & CONSULTING



Kelly Outsourcing and Consulting group is a global leader in innovative talent management solutions in the areas of Recruitment Process Outsourcing (RPO), Business Process Outsourcing (BPO), Contingent Workforce Outsourcing (CWO), including Independent Contractor Solutions, Human Resources Consulting, Career Transition and Organizational Effectiveness, and Executive Search.
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ACCOUNTING & FINANCE

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
ACCOUNTING & FINANCE – COMMERCE & INDUSTRY					
Finance Director / CFO	S1	12 +	Corporate officer primarily responsible for managing the financial risks of the organization. Responsible for financial planning and record keeping, as well as financial reporting to higher management.	70,000,000	125,000,000
Financial Controller	S1	10 – 12	Supervise accounting and financial reporting within an organization. Oversee accounting and the implementation and monitoring of Internal controls.	35,000,000	50,000,000
Senior Finance Manager	S1	8 – 10	Responsible for overseeing other finance staff including Finance Managers.	25,000,000	40,000,000
Finance Manager	S1	6 – 7	Prepare financial reports, i.e. income, expenses, capital usage & cash flow. Prepare strategic plans, budgets & financial forecasts. Develop accounting and management policies & procedures.	20,000,000	25,000,000
Senior Management Accountant	S1	5 – 7	Prepare internal management accounts that assess business performance to enable management to make informed decisions.	15,000,000	20,000,000
Senior Financial Accountant	S1	5 – 7	Supervisory role. Prepare financial accounts for external users in compliance with relevant reporting requirements.	15,000,000	20,000,000
Financial Accountant	S1	3 – 5	Prepare financial accounts for external users in compliance with relevant reporting requirements.	8,000,000	12,000,000
Financial Analyst	S1	3 – 7	Analyze financial performance of an organization including productivity, profitability and performance against budget and determine causes and remedies.	9,000,000	20,000,000
Senior Treasury Manager	S1	7+	Supervisory role. Manage an organization's holdings in and trading in government and corporate bonds, currencies, financial futures, options and derivatives, payment systems and the associated financial risk management.	20,000,000	30,000,000
Treasury Manager	S1	5 – 7	Manage an organization's holdings in and trading in government and corporate bonds, currencies, financial futures, options and derivatives, payment systems and the associated financial risk management.	15,000,000	20,000,000
Internal Audit Manager	S1	5 – 8	Supervisory role. Analyze business processes, procedures and activities with the goal of highlighting organizational problems and recommending solutions.	12,000,000	20,000,000
Head of Internal Audit	S1	8 +	Supervisory role. Analyzes business processes, procedures and activities with the goal of highlighting organizational problems and recommending solutions.	25,000,000	40,000,000
Tax Senior Manager	S1	8 +	Responsible for overseeing tax function within an organization and ensures compliance with local, state, federal and international taxes.	25,000,000	35,000,000
Tax Manager	S1	5 – 7	Responsible for collation of information to enable reporting of financial information to comply with tax reporting requirements. Research on tax issues.	15,000,000	20,000,000
Tax Accountant	S1	3 – 5	Responsible for collation of information to enable reporting of financial information to comply with tax reporting requirements. Research on tax issues.	5,000,000	7,000,000

 HOT JOB

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
ACCOUNTING & FINANCE – PRIVATE PRACTICE					
AUDIT					
Director	S1	10 +	Audit function deals with reporting on the financial position of a client's business. Additionally it deals with the risk elements of their business, analyzing exposure to external and internal threats, and compliance with relevant statutory and regulatory requirements.	60,000,000	100,000,000
Senior Manager	S1	8 – 10	Supervisory role. Analyzes business processes, procedures and activities with the goal of highlighting organizational problems and recommending solutions.	20,000,000	35,000.00
Manager	S1	5 – 8	Analyze business processes, procedures and activities with the goal of highlighting organizational problems and recommending solutions.	15,000,000	18,000,000
Senior Associate/Assistant Manager	S1	3 – 5	Analyze business processes, procedures and activities with the goal of highlighting organizational problems and recommending solutions.	7,000,000	14,000,000
Consultant	S1	1 – 3	Responsible in do client audit process, recommending the solution and prepare the audit report.	4,000,000	6,000,000
ADVISORY PRACTICES					
Director	S1	10 +	Advisory function within practice provides clients with advice in the handling of business risks both financial and non-financial. Furthermore they review operations to enhance performance. Additional services may include mergers & acquisitions and related activities.	75,000,000	150,000,000
Senior Manager	S1	8 – 10	Responsible for doing business review for clients. Analyze past trading results. Review the management accounts. Review the internal control and suggesting practical recommendations. Review the operation of the business and suggesting some improvement to be implemented.	40,000,000	60,000,000
Manager	S1	5 – 8	Responsible for doing business review for clients. Analyze past trading results. Review the management accounts. Review the internal control and suggesting practical recommendations. Review the operation of the business and suggesting some improvement to be implemented.	30,000,000	40,000,000
Senior Associate/Assistant Manager	S1	3 – 5	Assist the manager for doing business review for clients. Analyze past trading results. Review the management accounts. Review the internal control and suggesting practical recommendations. Review the operation of the business and suggesting some improvement to be implemented.	13,000,000	25,000,000
Consultant	S1	1 – 3	Review company's performance by analyzing historical and current trading results. Analyze current market condition of the business in order to obtain a benchmark to evaluate the business plan. Assess financial performance by comparing actual to budget. Prepare final report to the Lenders.	7,000,000	10,000,00

 HOT JOB

ACCOUNTING & FINANCE CONTINUED

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
TAX					
Director	S1	10 +	Tax function assists clients in meeting the challenges they face in complying with local, federal and international tax reporting requirements.	60,000,000	100,000,000
Senior Manager	S1	8 – 10	Responsible for collation of information to enable reporting of financial information to comply with tax reporting requirements. Research tax issues.	20,000,000	35,000,000
Manager	S1	5 – 8	Responsible for collation of information to enable reporting of financial information to comply with tax reporting requirements. Research tax issues.	15,000,000	18,000,000
Senior Associate/Assistant Manager	S1	3 – 5	Assist the manager in collation of information to enable reporting of financial information to comply with tax reporting requirements. Research tax issues.	7,000,000	14,000,000
Consultant	S1	1 – 3	Responsible for handling of tax issues for clients side.	3,500,000	6,000,000
Accountant	S1	4 – 5	In charge of general accounting that involves the preparation of statistical data & financial reports concerning profits, cash & inventory. Analyze reports & give advice on the financial dealings of organizations/individuals. Advise on associated record-keeping & compliance requirements.	8,000,000	13,000,000
Accounts Payable Manager	S1	5 – 6	Ensure timely payment of vendor invoices & expense vouchers & maintain accurate records & control reports. Manage a staff of administrators/clerks.	9,500,000	13,500,000
Accounts Supervisor	S1	2 – 4	Supervise full set of accounts & delegate work to clerical staff. Assist in the analysis of financial statements & year-end/closing audits.	4,500,000	7,500,000
Accounts Assistant	S1	1 – 3	Record & compile summaries of organisation's financial transactions for management purposes. Assist in full set of accounts.	2,750,000	4,500,000
Accounts Clerk	S1	1 – 3	Balance expenses, data entry & basic accounts support. Filing, photocopying, faxing & other admin duties.	2,250,000	4,000,000
Credit Control Manager	S1	4 – 6	Determine credit worthiness of clients. Formulate credit & collection policy. Negotiate with past due accounts. Take appropriate action against delinquent accounts. Supervise two or more officers.	10,000,000	15,000,000
Credit Control Officer	S1	2 – 4	Contact customers and send follow-up inquiries. Negotiate with past due accounts for debt recovery.	3,250,000	5,500,000
Credit Control Clerk	S1	1 – 2	Manage accounts receivables. Prepare reports of loans and accounts that are delinquent and forward reports for legal action.	2,500,000	3,500,000
Administrator	D3 / S1	3 – 5	Contribute to the smooth and efficient operation of the office by undertaking all of the day-to-day office administration functions. Support teams and provide basic support roles to secretaries.	1,500,000	2,750,000
Auditor	S1	2 – 4	Ensure authenticity & accuracy of financial statements, especially assets & liabilities. Analyze samples of work done & conduct procedural interviews.	7,000,000	12,500,000
Financial Analyst	S1	2 – 3	Report & analyze financial & operating data.	7,500,000	12,000,000
Payroll Clerk	S1	1 – 2	Calculate & prepare payroll, taking into account overtime & deductions such as tax and insurance payments, etc.	2,500,000	4,500,000

 HOT JOB

BANKING

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Bank Teller	S1	1 – 3	Handle high volume of over-the-counter transactions. Assist with customer enquiries, ensure service delivery standards are met & actively promote bank products and services.	2,000,000	2,750,000
Customer Service Officer	S1	2 – 3	Attend to walk-in customers & follow-up on customer service issues as well as identify business potential from existing database.	3,000,000	6,000,000
Bank Auditor	S1	2 – 3	Report audit findings, evaluate system effectiveness & assess procedural deficiencies. Ensure high level of internal control & system adherence to guard against fraud or procedural non-compliance.	3,500,000	5,500,000
Collection / Debt Recovery Officer	S1	1 – 3	Review collection procedures and ensure diligent debt recovery. Analyse customers' profile & propose viable solutions. Restructure & negotiate payment. Knowledge in legal/litigation processes & documentation. Monitor delinquent accounts & collection functions.	1,750,000	3,500,000
Compliance Officer	S1	2 – 3	Ensure interpretation & adherence to all regulatory requirements. Conduct & review results of compliance surveillance test plans. Support the implementation and rollout of compliance-related initiatives.	3,500,000	5,550,000
Securities / Equities Dealer	S1	3 – 5	Support relevant teams and execute global equities, fixed income and structured products through brokers.	3,500,000	6,000,000
FX Dealer	S1	2 – 3	Good knowledge of foreign exchange products. Familiar with inter-bank market transaction.	2,500,000	3,500,000
Mortgage Sales Specialist	S1	2 – 3	Identify prospective customers through lead generation to achieve desired mortgage and related lending product targets.	3,000,000	5,500,000
Personal Financial Consultant / Personal Banker	S1	2 – 3	Provide advice & recommend investment products according to clients' risk profile. Identify business potential from the execution of sales.	3,000,000	5,500,000
Settlement Officer	S1	3 – 5	Settlement of trades (FX/MM), bonds & securities. Liaise with brokers, counter parties & fund managers.	4,000,000	7,000,000
Remittance / Settlement / Loans Clerk	S1	1 – 2	Cheque clearance, inward/outward remittances, telegraphic transfer & demand drafts. Accept & confirm forex deals. Process & document housing loan applications.	1,750,000	3,500,000
Bank Operations Officer	S1	0 – 1	Process trade settlements. Back room admin duties.	1,750,000	2,500,000
Trade Finance Officer	S1	1 – 2	Supervisory role in the processing of trade finance products.	2,750,000	4,500,000
Trade Finance Clerk	S1	2 – 3	Process trade finance products with knowledge of various trade instruments e.g Letter of Credit, trade collections & payments.	2,500,000	3,500,000

 HOT JOB

BANKING CONTINUED

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
BANKING – ACCOUNTING & FINANCE					
Finance Director / CFO	S1	12 +	Corporate officer primarily responsible for managing the financial risks of the organization. Responsible for financial planning and record-keeping, as well as financial reporting to higher management.	80,000,000	125,000,000
Financial Controller	S1	10 – 12	Supervise accounting and financial reporting within an organization. Oversee accounting and the implementation and monitoring of internal controls.	45,000,000	75,000,000
Senior Finance Manager	S1	8 – 10	Responsible generally for overseeing other finance staff including finance managers.	30,000,000	40,000,000
Finance Manager	S1	6 – 8	Responsible for providing financial advice and support to clients and colleagues to enable them to make sound business decisions.	18,000,000	25,000,000
Head Product Control	S1	10 +	Oversee a team responsible for the accounting and financial reporting of multiple trading desks. Responsible for the bookkeeping of trades in the portfolios they look after, and act as a primary control function; monitoring trading activity to ensure it is within a specified remit.	35,000,000	45,000,000
Senior Product Controller	S1	5 – 10	Supervisory role. Responsible for the accounting and financial reporting of a trading desk. Responsible for the bookkeeping of trades in the portfolios they look after, and act as a primary control function; monitoring trading activity to ensure it is within a specified remit.	10,000,000	15,000,000
Product Controller	S1	2 – 5	Responsible for the accounting and financial reporting of a trading desk. Responsible for the bookkeeping of trades in the portfolios they look after, and act as a primary control function; monitoring trading activity to ensure it is within a specified remit.	5,000,000	11,000,000
Senior Treasury Manager	S1	10 +	Supervisory role. Manage an organization's holdings in and trading in government and corporate bonds, currencies, financial futures, options and derivatives, payment systems and the associated financial risk management.	30,000,000	45,000,000
Treasury Manager	S1	7 – 10	Supervisory role. Manage an organization's holdings in and trading in government and corporate bonds, currencies, financial futures, options and derivatives, payment systems and the associated financial risk management.	10,000,000	15,000,000
Treasury Accountant	S1	4 – 6	Manage an organization's holdings in and trading in government and corporate bonds, currencies, financial futures, options and derivatives, payment systems and the associated financial risk management.	7,000,000	11,000,000
Head of Tax	S1	10 +	Responsible for overseeing tax function within an organization and ensures compliance with local, state, federal and international taxes.	25,000,000	40,000,000
Tax Manager	S1	7 – 10	Responsible for collation of information to enable reporting of financial information to comply with tax reporting requirements. Research on tax issues.	15,000,000	20,000,000
Tax Accountant	S1	2 – 5	Responsible for collation of information to enable reporting of financial information to comply with tax reporting requirements. Research on tax issues.	4,000,000	10,000,000
Head of Internal Audit	S1	10 +	Supervisory role. Analyze business processes, procedures and activities with the goal of highlighting organizational problems and recommending solutions.	30,000,000	50,000,000

 HOT JOB

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Senior Audit Manager	S1	7 – 10	Supervisory role. Analyze business processes, procedures and activities with the goal of highlighting organizational problems and recommending solutions.	18,000,000	25,000,000
Audit Manager	S1	5 – 7	Analyze business processes, procedures and activities with the goal of highlighting organizational problems and recommending solutions.	10,000,000	15,000,000
Assistant Audit Manager	S1	3 – 5	Analyze business processes, procedures and activities with the goal of highlighting organizational problems and recommending solutions.	7,000,000	11,000,000

BANKING – MIDDLE OFFICE

CREDIT

Head of Credit	S1	12 +	Responsible for management of portfolio of accounts/ clients with a view to ensuring bank's losses are minimized through tight control on credit facilities and terms provided to clients. Undertake credit reviews on existing facilities and creation of pricing models for new products.	45,000,000	70,000,000
Senior Vice President	S1	10 +	Prepare, manage and ensure that transactions contemplated in the credit approval including covenant, conditions, and collateral (including insurance policy), have been properly and legally documented with support by internal Legal Counsel.	40,000,000	45,000,000
Vice President	S1	7 +	Ensure that all credit portfolios are within all applicable limits and within established risk and compliance policies.	30,000,000	40,000,000
Associate Vice President	S1	4 – 7	Ensure that all credit portfolios are within all applicable limits and within established risk and compliance policies.	25,000,000	30,000,000
Senior Associate	S1	2 – 4	Ensure that all credit portfolios are within all applicable limits and within established risk and compliance policies	20,000,000	25,000,000

RISK

Head of Risk	S1	12 +	Responsible for operational and market risks as they pertain to the bank. Ensuring that the bank's losses are minimized through implementation of appropriate controls, analysis of exposures and understanding of both internal and external risks.	50,000,000	65,000,000
Senior Vice President	S1	10 +	Review key internal controls of the business and provide recommendations to minimize the risks in all business units in compliance with BI regulations.	40,000,000	45,000,000
Vice President	S1	7 +	Establish risk management policies & guidelines encompassing credit risk management, market risk management, asset liability management, and operational risk management in compliance with BI regulations and in alignment with the Bank Group risk management framework.	30,000,000	40,000,000
Associate Vice President	S1	4 – 7	Responsible for leading the analytics, data analysis and modeling efforts to support the risk management strategy by using and developing advanced mathematical, analytical and economic tools.	20,000,000	30,000,000
Senior Associate	S1	2 – 4	Monitor all client transactions and update client and transaction profiles including identification and monitoring of high risk customers.	15,000,000	20,000,000

 HOT JOB

BANKING CONTINUED

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
RISK					
Head of Compliance	S1	12 +	Assist the bank in managing its compliance risk, which can be defined as the risk of legal or regulatory sanctions, financial loss, or loss to reputation a bank may suffer as a result of its failure to comply with all applicable laws, regulations, codes of conduct and standards of good practice.	50,000,000	70,000,000
Senior Vice President	S1	10 +	Responsible for assisting the Compliance Director in presenting regulations/policies from both BI and the bank as well as distributing and implementing them to all the division/depts and staffs of the bank.	40,000,000	45,000,000
Vice President	S1	7 +	Responsible for providing risk profile information and reports to the BOD and risk management committee.	30,000,000	40,000,000
Associate Vice President	S1	4 – 7	Responsible for reviewing and analyzing policies/ regulations of the bank and making sure that they are in compliance with BI rules & regulations.	20,000,000	30,000,000
Senior Associate	S1	2 – 4	Provide in-depth analysis within the bank's policies/ regulations and BI regulations and assist the direct supervisor in dispersing such regulations.	15,000,000	20,000,000
BANKING – BACK OFFICE					
CORPORATE ACTIONS					
Director	S1	9 +	Responsible for effecting transactions made by public companies that include its shares, share register and shareholders.	45,000,000	55,000,000
Associate Director	S1	6 – 9	Assist the BOD in legal and general affairs business activities which are: agreements evaluation, joint venture contracts and administration, loans and leasing administration, liscenses, documentation, quotations, etc.	30,000,000	40,000,000
Senior Analyst	S1	5 – 6	Provide general legal counseling and in-depth analysis within contracts and settlements.	15,000,000	25,000,000
Analyst	S1	3 – 5	Responsible for agreement drafting while assisting within the negotiation processes with third parties.	8,000,000	10,000,000
CORPORATE ACTIONS					
Manager	S1	4 +	Responsible for overseeing a settlements team charged with ensuring timely and accurate settlement of transactions and reconciliation.	20,000,000	35,000,000

 HOT JOB

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
BANKING – BACK OFFICE					
DOCUMENTATION					
Director	S1	8 +	Responsible for ensuring transactions are recorded accurately in both client and internal accounts with appropriate support and are reconciled.	45,000,000	60,000,000
Associate Director	S1	5 – 7	Responsible for overall documentation matters between the bank and other parties.	30,000,000	40,000,000
Senior Analyst	S1	3 – 5	Responsible for documentation book keeping while also providing through analysis within paperworks.	15,000,000	25,000,000
TRADE SUPPORT					
Head	S1	9 +	Responsible for ensuring the appropriate capture of trades, attending to queries and liaising with internal stakeholders to ensure controls are maintained.	45,000,000	55,000,000
Senior Analyst	S1	3 – 5	Assist the head in providing thorough analysis within trades.	10,000,000	20,000,000
OPERATIONS					
General Manager	S1	12 +	Overall management of the operations team covering multiple functions.	45,000,000	60,000,000
Manager	S1	5 – 10	Oversee a team of support staff in front office ensuring accurate and timely processing of transactions.	30,000,000	40,000,000
Senior Analyst	S1	3 – 5	Support staff in front office ensuring accurate and timely processing of transactions.	15,000,000	25,000,000
INSURANCE ACTUARIAL					
Senior Vice President	S1	12 +	Apply mathematical and statistical methods to assess risk in the insurance and finance industries.	55,000,000	75,000,000
Vice President	S1	10 +	Responsible for providing organization's financial projection, developing strategic dialogue, monitoring loss ratio performance and providing product pricing.	40,000,000	50,000,000
Senior Manager	S1	7 +	Assist the VP in developing strategic dialogue, monitoring loss ratio performance and providing product pricing.	30,000,000	35,000,000
Manager	S1	5 – 7	Responsible for providing thorough analysis within loss ratio performance, product pricing and quotations.	20,000,000	30,000,000
UNDERWRITING/CLAIMS					
Director	S1	8 – 10 +	Responsible for evaluating the risk and exposure of potential clients. Oversee processing of claims from clients assessing coverage under the policy and minimizing payments for non-covered events.	40,000,000	85,000,000
Manager	S1	5 +	Supervise underwriters while underwriting new business and reinstatement cases.	30,000,000	40,000,000
Assistant Manager	S1	3 – 5	Underwrite new business and reinstate new cases.	20,000,000	30,000,000

 **HOT JOB**

CALL CENTER

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Call Centre Manager / Head	S1	5 – 10	Implement service strategies. Oversee daily operations as well as marketing, sales & IT. Ensure service levels are met. Plan workflow & structure. Resolve escalated complaints. Motivate & lead teams. Work with HR to assist in recruiting, staff appraisals & training.	10,000,000	18,000,000
Call Centre Supervisor / Team Leader	S1	2 – 3	Oversee team of junior & senior officers. Motivate team, roster planning & handle staffing issues such as disciplinary & performance counseling.	4,000,000	6,000,000
Call Centre Trainers	S1	2 – 3	Work with HR & Call Centre Manager to provide training. Train on systems, procedures & product knowledge. Facilitate & plan training schedules.	3,500,000	5,500,000
Customer Service Officer – Inbound	S1	1 – 2	Handle incoming calls (orders, inquiries, complaints) and direct calls for further problem resolution.	2,500,000	3,750,000
Customer Service Officer – Inbound	S1	2 – 3	Handle incoming calls (orders, enquiries, complaints) and direct calls for further problem resolution. Handle larger clients of 1st level escalation. Lead, teach, guide and/or motivate teams through the call process if necessary.	3,250,000	4,500,000
Operations Manager	S1	3 – 4	Oversee all aspects of the operation. Report to Call Centre Manager. Handle internal inquiries & divisional operations.	6,500,000	12,000,000
Sales Outbound / Telemarketer (entry level)	D3 / S1	0 – 1	Sell & set up appointments. Handle outbound calls for selling a product or service, typically with respect to quotas or sales goals. May be responsible for specific accounts or geography. To up sell as appropriate.	1,500,000	2,500,000
IT Helpdesk	S1	1 – 2	To screen and/or service requests, compile problem reports & provide solutions to complex issues as needed.	1,650,000	2,750,000

 HOT JOB

ENGINEERING & TECHNICAL

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Engineering Director	S1	10 +	R&D, design and patent of company product's. Oversee and lead entire engineering team (QA, R&D, Design, Failure Analysis) to success. Financial management.	50,000,000	75,000,000
Engineering Manager	S1	10 +	R&D, design and patent of company product's. Lead entire engineering team in R&D, QA. Lead and oversee engineering team. Conduct induction training. Product development.	25,000,000	40,000,000
Project Manager	S1	5 – 8	Projects execution in Oil & Gas, Petrochemical, Chemical, Civil & Structural, Solar, Energy, Wastewater Treatment sectors. Electrical & Electronics system design and integration, troubleshooting, testing, installation and commissioning.	20,000,000	30,000,000
Project Engineer	S1	3 – 5	Engineering projects execution. Electrical & Electronics system design and integration, troubleshooting, testing, installation and commissioning.	6,000,000	12,000,000
Program Manager	S1	5 – 8	Plan and introduce products regionally and internationally. Business development managing and planning. Channel building.	15,000,000	20,000,000
Planning Manager	S1	3 – 5	Operations management in engineering/manufacturing. Execute and roll out plans.	7,000,000	15,000,000
Planner	S1	3 – 5	Schedule/plan production. Plan production manufacturing loadings, which includes work-in-progress and ship dates to meet customer demands. Respond to customer enquiries.	3,000,000	7,000,000
Process Engineer	S1	3 – 5	Develop process for new products and improve product process for current products.	3,000,000	7,000,000
Production Engineer	S1	3 – 5	Responsible for the areas of productivity improvement, process efficiencies, cost reduction and facility layout. Manage all aspects of the development and implementation of production projects. Prepare cost analysis for project evaluation for COO, Regional VP, GMO and plant management. Maintain an up-to-date knowledge of related machinery and equipment for possible operation applications and assist plants in machinery and equipment specification. Monitor assigned plant's compliance to policies and procedures.	2,500,000	6,000,000
QA Engineer	S1	3 – 5	Plan and direct activities in development, application and maintenance of quality standards. Monitor and maintain Quality Assurance activities.	4,000,000	9,000,000
Material Manager	S1	5 – 8	Generate clear-to-build quantity plan based on orders. Liaise with buyers on material shortages and ensure availability. Monitor inventory performance to meet set goals.	7,000,000	15,000,000
Senior Design Engineer (Automation)	S1	5 – 7	Design and develop machine and pneumatic controls, handlers for lead frame / PCB / CPU test equipment industries.	5,000,000	10,000,000
Development Engineer	S1	3 – 5	Product design, building automation or HVACR, electro-mechanical systems, and modules.	4,000,000	10,000,000

 HOT JOB

ENGINEERING & TECHNICAL CONTINUED

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Electrical Design Engineer	S1	3 – 5	Design of electrical diagrams for upgrades or modifications. Design machine control systems and panels.	3,000,000	7,000,000
Electrical Engineer	S1	3 – 5	Design of electrical diagrams for upgrades or modifications. Design machine control systems and panels.	3,000,000	8,000,000
Electrical & Instrumentation / Control Engineer	S1	3 – 5	Design and modify E&I equipment/machines. Design Power electrical circuits.	3,000,000	8,000,000
Mechanical Design Engineer	S1	3 – 5	Jig and fixture design.	3,500,000	9,000,000

 HOT JOB

HUMAN RESOURCES

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
HR Assistant Manager	S1	5 – 10	Assist HR Manager in implementing HR policies & procedures.	7,000,000	15,000,000
HR Officer / Executive / Senior Executive	S1	3 – 6	Active screening & recruitment of staff. Coordinate recruitment ads. Ensure consistent benefits & compensation practice.	4,000,000	10,000,000
Compensation & Benefits Specialist	S1	3 – 6	Design, plan & implement compensation and benefits for staff. Evaluate effectiveness of schemes.	6,000,000	12,000,000
Learning & Development Manager	S1	5 – 8	Design, plan & implement training programmes, policies & procedures and career development programmes.	15,000,000	25,000,000
Training Executive / Senior Executive	S1	2 – 5	Conduct company training programmes. Source for external trainers.	3,500,000	8,000,000
HR Director (Regional)	S1	10 +	Oversee a team of HR professionals typically covering multiple countries and functions.	75,000,000	100,000,000
HR Director (Local)	S1	10 +	Oversee a team of HR professionals typically covering multiple locations and functions.	50,000,000	100,000,000
HR Manager (Regional)	S1	5 – 10	Responsible for multiple countries. Covers a wide array of duties including recruitment, employee benefits, payroll administration and performance management with support typically from external advisors or regional internal specialists in C&B etc.	17,500,000	25,000,000
HR Manager (Local)	S1	5 – 10	Covers a wide array of duties including recruitment, employee benefits, payroll administration and performance management with support typically from external advisors or regional internal specialists in C&B etc.	15,000,000	30,000,000
HR Generalist	S1	10 +	Covers a wide array of duties including recruitment, employee benefits, payroll administration and performance management.	5,000,000	13,000,000
HR Generalist	S1	5 – 10	Covers a wide array of duties including recruitment, employee benefits, payroll administration and performance management.	3,500,000	7,000,000
Recruitment Lead	S1	8 +	Typically responsible for a team of recruiters and oversees internal recruitment and attraction strategies for an organization.	6,000,000	12,000,000
Recruiter	S1	6 – 10	Responsible for internal recruitment requirements of an organization.	4,000,000	10,000,000
Compensation & Benefits – Head	S1	10 +	Lead role responsible for analyzing C&B matters within an organization and benchmarking against competitors and market trends. Will undertake financial impact in an organization. Responsible for working with HR to develop appropriate retention strategies.	25,000,000	65,000,000
Compensation & Benefits – Manager	S1	5 – 10	Responsible for analyzing C&B matters within an organization and benchmarking against competitors and market trends. Will undertake financial impact in an organization. Responsible for working with HR to develop appropriate retention strategies.	18,000,000	25,000,000
Compensation & Benefits – Analyst	S1	3 – 5	Responsible for analyzing C&B matters within an organization and benchmarking against competitors and market trends. Will analyze financial impact to an organization. Responsible for working with HR to develop appropriate retention strategies.	3,500,000	7,000,000
Training Director	S1	10 +	Oversee a team of trainers and work with internal stakeholders to develop and maintain the content of training programs for an organization.	45,000,000	70,000,000
Training Manager	S1	5 – 8	Owns training development, implementation and facilitation within an organization.	15,000,000	25,000,000

 HOT JOB

INFORMATION TECHNOLOGY

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Country Manager	S1	10 +	Responsible for country business operations, development of strategic plans and profit & loss of business unit.	75,000,000	150,000,000
Sales Director (Regional)	S1	7 – 10	Take charge of sales team and meet sales quota. Develop business model to drive sales.	50,000,000	75,00,000
Team Leader Sales Manager	S1	7 – 8	Provide direction and duties to business team and partner in achieving quotas.	25,000,000	40,00,000
Post-sales Consultant	S1	5 – 10	Implementation and delivery for customers.	15,000,000	25,000,000
Pre-sales Consultant	S1	5 – 10	Help in the sales of IT products or services by providing technical support, product demonstration to customers, RFP participation and solution architecture.	15,000,000	25,000,000
Account Manager / Sales Manager	S1	5 – 7	Build & grow sales for an IT product or services company over a given geography or industry vertical and exceed sales quotas. Identify, qualify & close sales opportunities through prospecting & cross marketing of IT products and services to existing & new customers.	15,000,000	30,000,000
Inside Sales Representative	S1	3 – 5	Identify leads and generate sales using telephone and internet technologies.	4,000,000	9,000,000
Enterprise Architect	S1	8 – 12	Provide enterprise-wide architectural planning, governance and direction.	7,000,000	15,000,000
Solutions Architect	S1	5 – 10	Design the technical architecture and design of systems or applications.	5,000,000	15,000,000
Analyst Programmer / Software Engineer	S1	2 – 6	Design, code & test programmes to support application systems development plan.	3,000,000	7,000,000
Software QA / Test Analyst	S1	3 – 6	Test, certify and audit software products.	3,000,000	7,000,000
Software QA / Test Analyst	S1	3 – 5	Test, certify and audit software products.	7,500,000	11,000,000
Project Manager	S1	5 – 10	Plan, direct & execute project management activities for an area/division. Monitor progress against schedule & project budget. Allocate appropriate resources to deliver project results. Liaise between project delivery team and end-users.	10,000,000	17,000,000
Project Manager – Infrastructure	S1	5 – 10	Oversee the smooth running of IT systems. Troubleshoot & assist the organization in any IT matters or problems.	7,000,000	15,000,000
Security Consultant	S1	5 – 7	Technical consultant specializing in IT security technology. Conduct application and system security health-checks, risk assessment, identity & firewall management.	7,000,000	15,000,000
Storage Consultant	S1	3 – 7	Provide subject matter expertise and technical support on hardware/software requirements of storage products including SAN, NAS, Backup and Recovery, Capacity planning/application sizing, Business Continuity and Disaster Recovery and Operating Systems Administration.	4,000,000	8,000,000
Business / Systems Analyst	S1	3 – 6	Perform systems feasibility studies, analysis & design. Translate business rules and requirements into system specifications. Work closely with Engineers & Technical Support to resolve customer issues. Provide technical application support to users.	5,000,000	9,000,000
Systems / Network Administrator	S1	2 – 6	Administer & operate LAN & WAN networks, system management & hardware support.	5,000,000	9,000,000

 HOT JOB

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Technical Consultant	S1	3 – 6	Track problems & changes. Continuity of ownership & documentation of IT operational problems from occurrence to resolution, including post-resolution analysis. Provide solutions to IT-related service problems.	5,500,000	10,500,000
Database Administrator	S1	4 – 7	Responsible for administration & technical maintenance of the organization's distributed database system.	4,000,000	7,500,000
IT Auditor	S1	4 – 7	Plan and execute audits of information systems, platforms, operating procedures and fraud management.	3,500,000	8,500,000
Helpdesk Analyst	S1	1 – 3	Remotely troubleshoot problems through e-mail/telephone by taking over the control of users' terminals via LAN/WAN connections. Plan, coordinate & support business processes, systems & end-users.	3,250,000	6,250,000

 HOT JOB



OFFICE SUPPORT

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Administration / Office Manager	S1	4 – 6	Responsible for office administration & management, i.e. human resources, office lease, property facilities & records. Assign work to other clerical employees & ensure conformance to office policies.	8,500,000	12,500,000
Administrative Assistant / Co-coordinator	S1	1 – 3	Sort & distribute mail. Prepare simple business correspondence & reports. Attend to telephone enquiries & visitors. Filing.	1,500,000	2,750,000
Executive Secretary	S1	3 – 5	Work with top management. Take & transcribe minutes of meetings. Execute routine secretarial assignments. Provide supervision & work co-ordination of other staff.	6,250,000	9,500,000
Secretary	S1	2 – 4	Schedule appointments, travel arrangements & attend to callers. Take dictation. Relieve officials of clerical work & administrative duties.	4,000,000	7,500,000
Office Manager	S1	4 – 6	Responsible for office leases, property facilities and records. Ensure conformance to office policies.	8,000,000	12,000,000
Receptionist / Front Office Assistant	D3 / S1	1 – 3	Tend to customers. Attend to phone calls. Administrative duties.	1,500,000	3,000,000
Mail Room Assistant	D3 / S1	1 – 2	Mail delivery & collection. Run simple errands.	1,250,000	2,000,000

 HOT JOB

PROCUREMENT, SUPPLY CHAIN & LOGISTICS

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Distribution Manager	S1	6 – 7	Manage ordering & distribution of goods. Ensure timely deliveries to maximise sales. Liaise with the forwarder on the timing of arrival of goods.	17,000,000	22,000,000
Shipping Supervisor	S1	4 – 5	Organize receiving & issuing of goods. Manage shipping operations & ensure proper documentation. Ensure quantity & quality of goods.	4,500,000	6,000,000
Shipping Assistant	S1	1 – 3	Prepare shipping documentation. Ensure smooth delivery & handle customers' enquires. Verification of freight invoices, cycle count, etc.	2,300,000	4,750,000
Operations Executive	S1	2 – 3	Manage warehouse operations & ensure proper documentation. Plan cargo schedules. Inventory control/ management and reconciliation of suppliers' invoices.	3,500,000	6,000,000
Warehouse Manager	S1	4 – 5	Plan for efficient storage & systematic retrieval. Manage all warehouse activities. Proper upkeep of the store and warehouse. Identify reliable and cost efficient freight forwarders.	13,250,000	18,750,000
Warehouse Supervisor	D3 / S1	3 – 5	Manage warehouse operations. Receive, issue, pick & pack. Ensure timely shipment.	3,000,000	8,000,000
Warehouse / Store Assistant	Senior Highschool / D3	1 – 3	Basic warehouse operations. Receive, unpack, pack, pick and check cargos.	1,300,000	2,200,000
OPERATIONS/SHIPPING					
Operations Director	S1	10 – 15	Effectively plan and direct all aspects of the logistics and supply chain initiatives.	40,000,000	85,000,000
Commercial Director	S1	10 – 15	Responsible for heading the whole commercial team. Manage vendors and procurement and contracting arrangements for the project.	50,000,000	90,000,000
Shipping Manager	S1	6 – 8	Manage Shipping operations and ensure proper documentation.	20,000,000	30,000,000
Operations Manager – Sea freight / Ocean freight	S1	6 – 8	Manage Sea freight operations and ensure timely deliveries.	20,000,000	25,000,000
Operations Manager – Air freight	S1	6 – 8	Manage Air freight operations and ensure timely deliveries.	20,000,000	25,000,000
Cold Hub Manager	S1	6 – 8	Manage Cold Hub/Cold Chain operations and ensure timely deliveries.	20,000,000	25,000,000
PURCHASING					
Commercial Manager	S1	5 – 8	Lead and supervise a team of Commercial Specialists. Group level responsibility for multiple categories of spend.	15,000,000	25,000,000
Commercial specialist	S1	2 – 4	Responsible for optimising trading relationships by consolidating spend across internal clients.	3,500,000	7,000,000
Cold Hub Manager	S1	6 – 8	Manage Cold Hub/Cold Chain operations and ensure timely deliveries.	20,000,000	25,000,000
Customer Service Manager	S1	5 – 8	Lead and supervise a team of Customer Service Representatives and responsible for management & execution of elements of key Customer Interface Processes.	8,000,000	15,000,000
Order Fulfillment Manager	S1	5 – 8	Manage a team of order administrators, handle all aspects of order fulfillments, from order booking to invoicing & closure of orders.	8,000,000	15,000,000

 HOT JOB

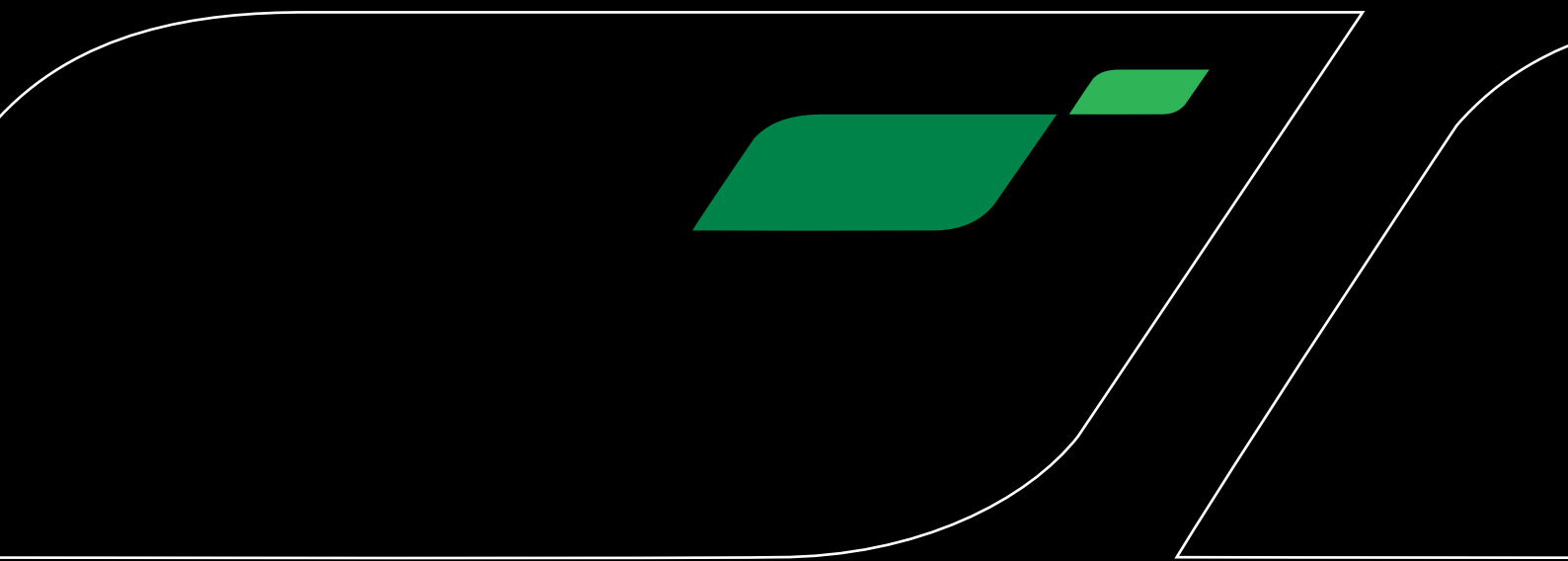
Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Sales & Order Management Manager	S1	5 – 8	Supervise and manage sales order execution function consisting of sales order review per company terms and conditions and all applicable import/export rules for internal profit control as well as compliance purpose, procurement and logistics (shipment).	8,000,000	15,000,000
Logistics Manager	S1	6 – 10	Effective management of daily logistics and warehousing activities ensuring prompt and professional delivery service to customers.	20,000,000	30,000,000
Logistics Analyst	S1	3 – 5	Responsible for analyzing monthly overall logistics spend and cost drivers including freight and warehousing management.	4,000,000	7,000,000
Logistics Specialist	S1	2 – 4	Responsible for the coordination of all day-to-day operational and logistics activities at the Distribution Center involving both distribution center operations and freight management.	3,000,000	6,000,000
Supply Chain Manager	S1	6 – 10	Lead streamlining efforts towards order fulfillment as well as drive global inventory control policies and procedures of high technology products and services.	25,000,000	40,000,000
Demand Planner	S1	2 – 4	Responsible for demand planning capability for the product line and customers to ensure demand creation and fulfillment activities from Sales and Marketing are fully rationalized.	6,000,000	12,000,000
Supply Planner	S1	2 – 4	Manage inventory/stock replenishment and generate as well as analyze demand forecasts.	4,000,000	7,000,000
Material Planner	S1	2 – 4	Responsible for the timely replenishment of raw materials and procurement of components/services in support of Manufacturing and Sales.	4,000,000	7,000,000
Inventory Manager	S1	6 – 10	Responsible for the development and management of inventory processes and the implementation of processes, skills, resources and technology to ensure optimum service, cycle time, quality, and efficiency for the core processes.	10,000,000	17,500,000
Procurement / Purchasing Manager / Director	S1	10 – 12	Manage the operations of regional sourcing, procurement & management of suppliers.	30,000,000	60,000,000
E-Procurement Manager	S1	6 – 10	Responsible for e-procurement systems including: e-sourcing and contract management and e-catalogues and purchasing (SAP, cards, e-invoicing and self billing). Lead the e-enablement of suppliers. Manage third party e-sourcing providers.	18,000,000	30,000,000
Sourcing Manager	S1	6 – 10	Responsible for the execution of category strategies and development of sourcing plans within the geographic region. Lead the process of sourcing execution to ensure delivery of the category strategy and targets.	15,000,000	25,000,000
Strategic Procurement Manager	S1	6 – 10	Develop and utilize supply chain, business and financial modeling tools. Lead Supplier Selection Activities. Drive supply base optimization. Negotiate and complete contracts with complex suppliers.	20,000,000	30,000,000
Business Processes Improvement Manager	S1	6 – 10	Lead in driving continuous business processes improvement, meeting company's objectives, streamlining of business processes, achieving cost reduction and increasing productivity.	20,000,000	35,000,000

 HOT JOB

SALES, MARKETING & ADVERTISING

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Advertising Manager	S1	4 – 5	Develop company's advertising strategy according to brand/product/corporate policies. Liaise with advertising agencies to create the company's product/image. Prepare and track A&P spending. Develop promotional & sales support materials.	10,000,000	15,000,000
Brand / Product Manager	S1	3 – 4	Conceptualize & execute activities for brand positioning. Determine product pricing. Maintain & direct product's image in the market.	10,000,000	18,000,000
Customer Service Executive	S1	2 – 3	Entertain customer enquiries. Service existing customers & their needs. Visit customers' office when necessary.	2,750,000	3,750,000
Marketing Assistant Manager / Manager	S1	4 – 5	Actively plan and implement marketing initiatives. Ensure that all marketing plans are executed.	10,000,000	20 ,000,000
Marketing Executive / Senior Executive	S1	2 – 5	Marketing of new or existing products and services. Collate market trends for product development. Liaise with advertising agencies and suppliers. Production of marketing materials.	3,250,000	10,000,000
Market Researcher	S1	2 – 4	Collect & analyze information to assist in marketing.	3,300,000	4,800,000
PR Manager	S1	4 – 6	Plan & develop communication strategies. Promote complete information flow within the organization & build positive media & public relations.	15,000,000	30,000,000
PR Executive	S1	1 – 3	Assist the PR Manager in executing communication activities.	2,500,000	3,500,000
Sales Manager	S1	5 – 7	Plan & manage business strategies. Meet sales targets & quotas. Develop consulting service/product according to market needs. Co-ordinate activities of sales team. Monitor budget achievement. Prepare forecasts.	17,500,000	25,000,000
Sales Executive	S1	1 – 3	Lead generation. Sell products & services on BtoB basis. Prepare & submit proposals. Involve in sales pitch.	3,000,000	4,750,000
Sales Co-coordinator	S1	2 – 3	Coordinate client leads & customer sales. Process sales orders.	2,500,000	4,500,000
Promoter / Retail Assistant	S1	1 – 2	Front Line. Counter sales. Promote products in store.	1,500,000	2,500,000
General Manager	S1	12 +	Oversee business operations including sales, administration and operations.	50,000,000	90,000,000
Sales Director	S1	10 +	Lead a team of sales staff with responsibility for overall management of sales targets.	65,000,000	110,000,000
Sales / Key Account Manager	S1	5 – 10	Responsible for sales to a specific client base, responsible for client relationships most important to a company.	8,000,000	18,000,000
Marketing Director	S1	10 +	Oversee other marketing personnel and typically responsible for multiple business lines or geographic locations.	65,000,000	120,000,000
Marketing Manager	S1	5 +	Ownership of marketing requirements for an organization or division of a business. Multi-faceted role including marketing, communications and PR.	30,000,000	50,000,000
Brand Manager	S1	4 – 8	Responsible for applying various marketing techniques to raise awareness of particular business.	10,000,000	25,000,000
Product Manager	S1	3 – 7	Responsible for applying various marketing techniques to raise awareness of particular product line.	7,000,000	18,000,000

 HOT JOB



INDONESIA CORPORATE OFFICE

Mayapada Tower, 20th Floor
Jl. Jend. Sudirman Kav. 28
Jakarta 12920
Tel: (62) 21 5213630
Fax: (62) 21 5213629
E-mail: kellyjkt@kellyservices.co.id

BTI CONSULTANTS INDONESIA

Mayapada Tower, 20th Floor
Jl. Jend. Sudirman Kav. 28
Jakarta 12920
Tel: (62) 21 5213630
Fax: (62) 21 5213629
E-mail: btijkt@bticonsultants.com

**KELLY OUTSOURCING &
CONSULTING GROUP**

Mayapada Tower, 20th Floor
Jl. Jend. Sudirman Kav. 28
Jakarta 12920
Tel: (62) 21 5213630
Fax: (62) 21 5213629
E-mail: btijkt@bticonsultants.com

KELLY SELECTION INDONESIA

Mayapada Tower, 20th Floor
Jl. Jend. Sudirman Kav. 28
Jakarta 12920
Tel: (62) 21 5213630
Fax: (62) 21 5213629
E-mail: kellyjkt@kellyselection.com

KELLY SERVICES

Mayapada Tower, 18th Floor
Jl. Jend. Sudirman Kav. 28
Jakarta 12920
Tel: (62) 21 5212062
Tel: (62) 21 5212061
E-mail: kellyjkt@kellyservices.co.id



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kellyservices.co.id

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